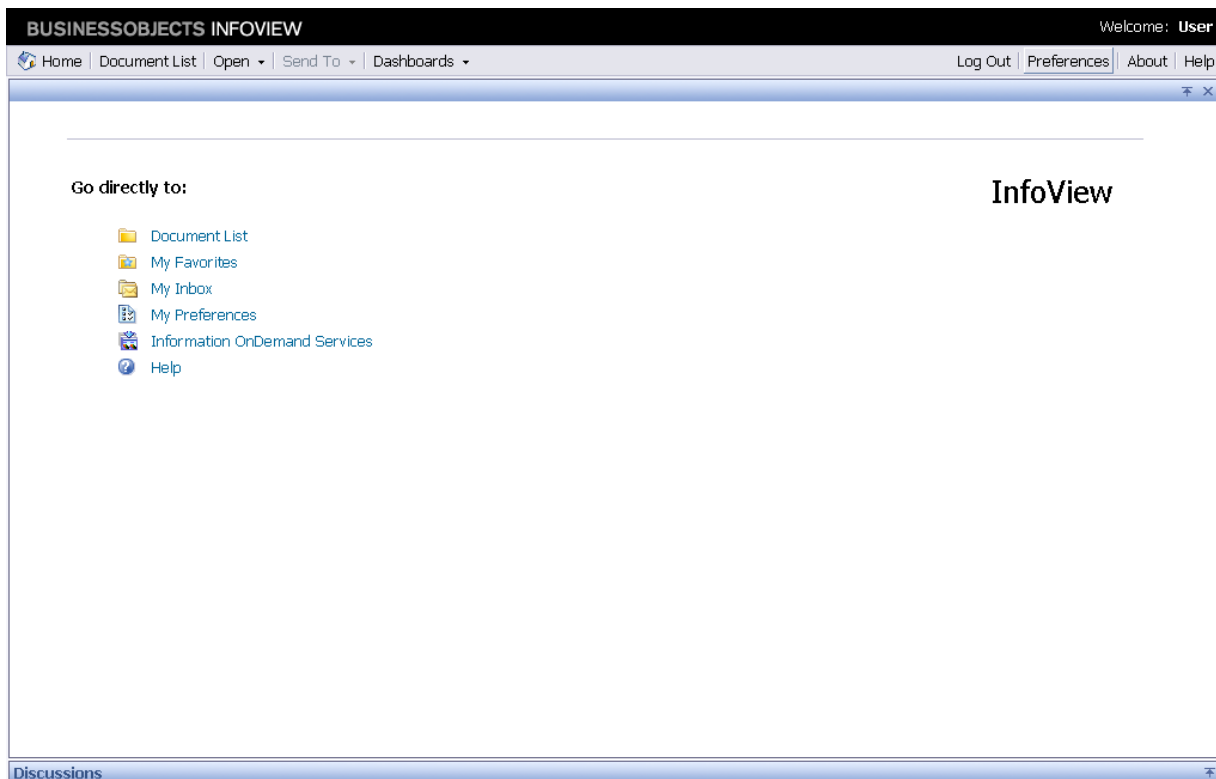


Changing your password

Procedure

1. Start the transaction using the menu path or transaction code.

InfoView



2. Click **Preferences**.

The ability to change your password is an important feature in InfoView to increase your level of security. You should change your password regularly to protect yourself against fraudulent login attempts.

The option to change your password is found through your Preferences.

Changing your password

InfoView

▼ General _____

► Change Password _____

► Web Intelligence _____

► Desktop Intelligence _____

► Crystal Reports _____

► Dashboard and Analytics _____

3. Click **Change Password** to open the Password settings.

InfoView

User Name:

Old Password:

New Password:

Confirm New Password:

4. Click in the **Old Password** text box.

Internal

User Name:

Old Password:

New Password:

Confirm New Password:

5. As required, complete/review the following fields:

Changing your password

Field	R/O/C	Description
	R	Example: Password

InfoView

User Name:

Old Password:

New Password:

Confirm New Password:

- Click in the **New Password** text box.
- As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example: Password2

- Click in the **Confirm New Password** text box.
- As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example: Password2

Changing your password

InfoView

▼ General

▼ Change Password

User Name:

Old Password:

New Password:

Confirm New Password:

Web Intelligence

Desktop Intelligence

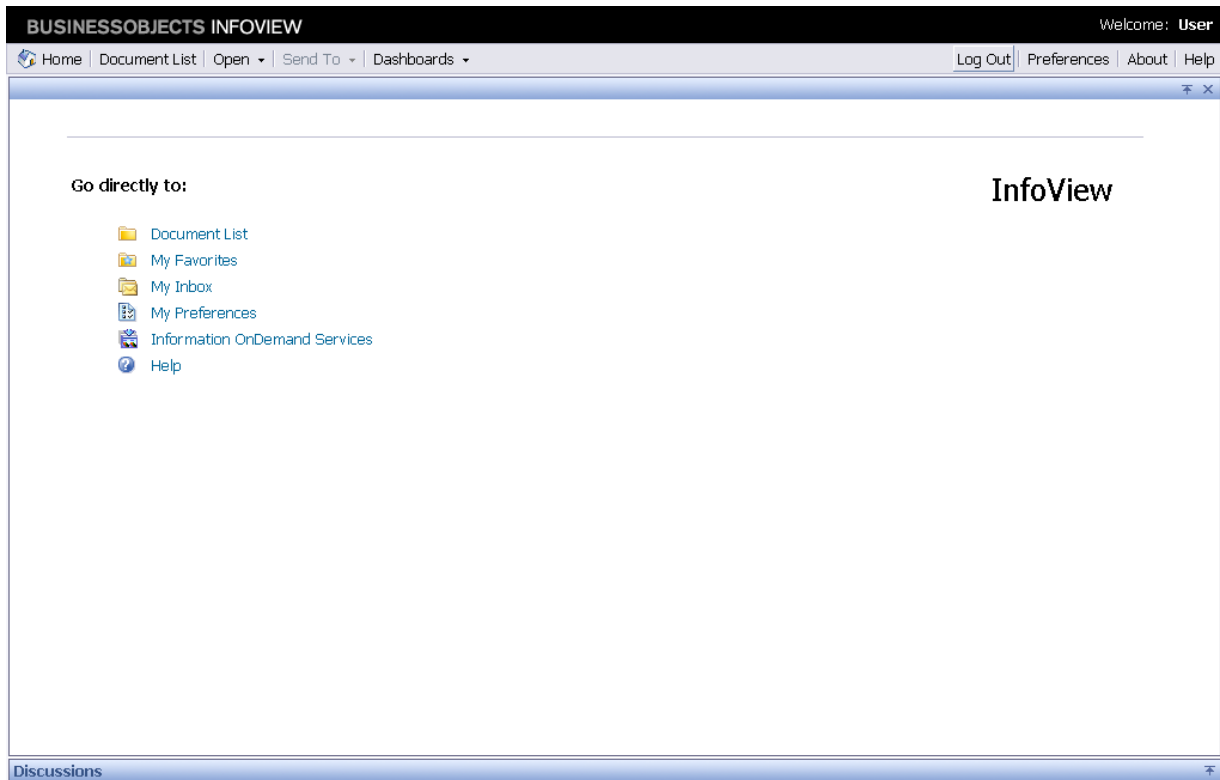
OK Cancel

Crystal Reports

10. Click **OK**.

Changing your password

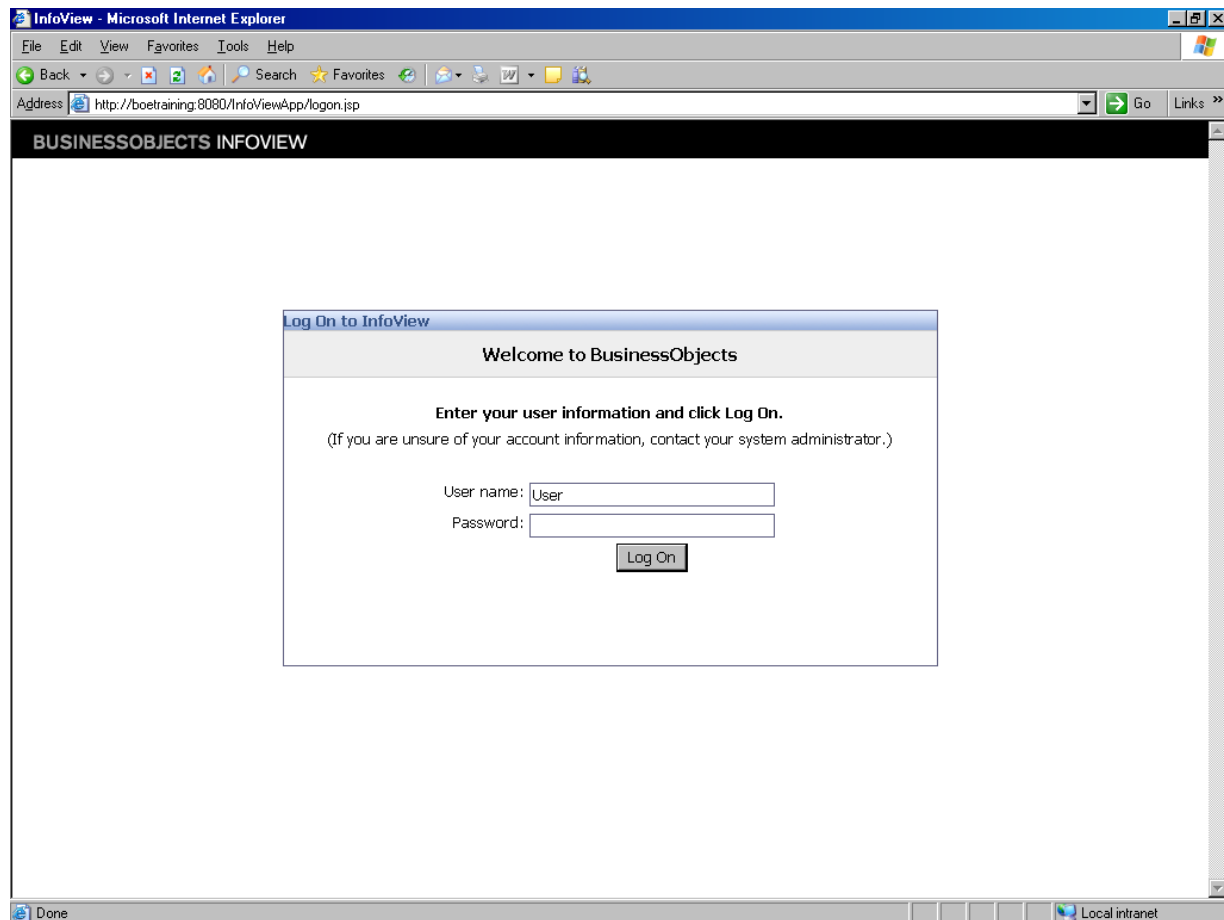
InfoView



11. Click **Log Out**.

Changing your password

InfoView



InfoView - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <http://boetraining:8080/InfoViewApp/login.jsp> Go Links >>

BUSINESSOBJECTS INFOVIEW

Log On to InfoView

Welcome to BusinessObjects

Enter your user information and click Log On.
(If you are unsure of your account information, contact your system administrator.)

User name:

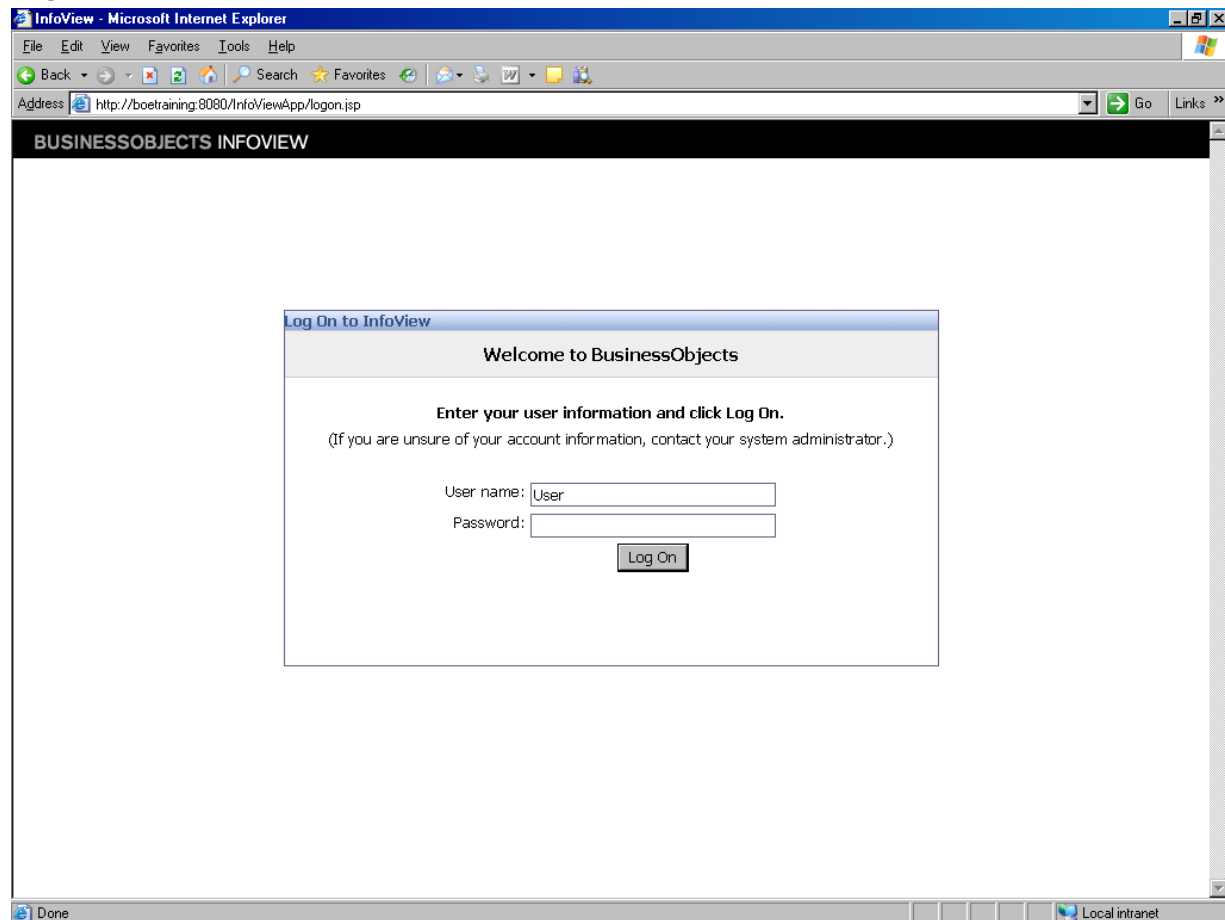
Password:

Done Local intranet

12. Click in the **Password** text box.

Changing your password

Log On to InfoView



Log On to InfoView

Welcome to BusinessObjects

Enter your user information and click Log On.
(If you are unsure of your account information, contact your system administrator.)

User name:

Password:

13. As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example: Password2

Changing your password

Log On to InfoView



Log On

14. Click **Log On**.

You have now logged in with your new password.

Press **[Enter]** to continue.